

October 24, 2016

Mr. Moses Hampton
Talbot Thingamajig, Inc.
4618 $\frac{3}{4}$ William Flynn Hwy.
Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I love learning and discovering other cultures especially the Italian culture. I also chose to study Italy because I am sure I will be amazed at how cool and diverse their culture is. Specifically, the way they greet one another would be very interesting to me.

Over the course of the next 7 $\frac{1}{2}$ weeks, I expect to learn about Italy's culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help me to communicate my business ideas and to not offend anyone in etiquette.

Lastly, I think I would be a great addition to this team because I have great communication skills and I am a responsible person. I have great communication skills because I am very outgoing and very outspoken. I am also very responsible because I always do my homework and can be trusted and counted on to do anything. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Gabriella E. Dillon
4059 Letort Lane
Allison Park, PA 15101